

1. Agency Position No.									
2. Reason for Submission									
3. Service									
4. Employing Office Location									
5. Duty Station									
6. OPM Certification No.									
7. Fair Labor Standards Act									
8. Financial Statements Required									
9. Subject to IA Action									
10. Position Status									
11. Position Is									
12. Sensitivity									
13. Competitive Level Code									
14. Agency Use									
15. Classified/Graded by									
16. Organizational Title of Position (if different from official title)									
17. Name of Employee (if vacant, specify)									
18. Department, Agency, or Establishment									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that									
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.									
22. Position Classification Standards Used in Classifying/Grading Position									
23. Position Review									
24. Remarks									
25. Description of Major Duties and Responsibilities (See Attached)									

**NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Gas Station Manager POSITION NUMBER 01-0143 JOB SERIES: 1101 Summary of Duties:**

Oversees the management and administration of Gas Lane operations which may include other convenience sales such as oil, coolants, beverages, snack foods, truck (U-haul) rentals, etc. Periodically conducts pricing surveys in area and coordinates with other service components to ensure the setting of competitive gas prices. Takes necessary steps to ensure accurate readings of fuel levels of storage tanks and initiates replenishments of gasoline from vendor, determining amount of purchase based on average sales of various gasoline grades. Monitors vendor charges on fuel deliveries and handles corrective actions. Responsible for acting on patron complaints.

Plans, organizes work schedules and manages internal resources to ensure maximum productivity and economies. Prepares financial plan, budget, inventories, cost controls, and related records and reports. Reviews financial status of the assigned activity and recommends changes considered necessary. Trains, schedules work shifts, appraises performance, counsels assigned personnel, and recommends personnel actions. Effectively supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire, safety, sanitation, hazardous material handling and other environmental issues. Manages new property resources and provides advice on renovations and improvements. Maintains and enforces security for funds, merchandise, supplies, and equipment to preclude or minimize the potential for fraud, waste and abuse.

Performs other related duties as assigned.

**Minimum Qualifications:**

Three years experience that demonstrates possession of knowledge, skills, and abilities related to effectively manage gas station operations or a business activity. Ability to apply the mechanics of purchasing and common business practices as they relate to pricing, discounts, delivery, etc. Ability to communicate orally and in writing and to negotiate with various levels of business representatives, customers, etc., in resolving issues. Must possess knowledge of proper hazardous waste handling.